



USAID | ZAMBIA
FROM THE AMERICAN PEOPLE

ACCOUNTANT

Job Announcement No. AID – 004 -16

OPEN TO: All Interested Candidates

POSITION: Accountant

OPENING DATE: May 6, 2016

CLOSING DATE: May 27, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: ZMK 260,481.82 p.a. - ZMK 400,540.40 p.a.
Position Grade: FSN-10

BASIC FUNCTION:

This is one of the three positions located in the Accounting Team in the Controller's Office at USAID/Zambia. The primary purpose of this position is to manage USAID/Zambia program budget of approximately \$270 Million and Mission's Operating Expense (OE) budget of approximately \$5 Million per year. The incumbent prepares budget projections and requests based on analysis of probable and proposed project funding levels, in conjunction with the ever changing economic environment and prepares budget projections and requests based on analysis of staffing levels, proposed funding levels, recommends appropriate funding source for OE and Trust Fund expenditures and ensures that obligations and disbursements are attributed to proper accounts.

The incumbent recommends appropriate funding source(s) for various program-funding and operating expense (O.E.) requests and ensures that obligations, sub-commitments, sub-obligations, and disbursements are attributed to proper accounts. The incumbent also interprets Agency policy and other rules and regulations, and advises the Controller, Chief Accountant, Assistance Objective Team Leaders and other mission personnel on the proper application of funds and the propriety of funding requests. By means of special reports, memoranda, and personal consultation, the incumbent keeps Mission officials informed concerning existing control procedures and the financial status of the various projects and program activities in effect. The incumbent also proposes financial management improvements to ensure that USAID/Zambia mission functions are conducted in an efficient manner.

In addition, the incumbent works closely with other Financial Management teams to advise recipients on USAID and Mission financial policies and procedures and assists recipients in improving their accounting functions in promoting local capacity building under USAID/Forward.

The Financial Management services include but are not limited to Financial Analysis, Budgeting, Reporting, Vouchering, and Payments. Financial Management functions include providing financial data to be used for, and participating in, the forecasting of the future resource requirements and providing financial information for evaluation of work accomplished in comparison to previous plans and forecast.

MAJOR DUTIES AND RESPONSIBILITIES

1. ACCOUNTING:

50%

Perform all project and operating expense accounting for USAID/Zambia and process financial documentation for all OE, Trust Fund, and Program resources (\$270 M) inclusive of attesting to the availability of funds and validity of obligations. Provide guidance to comply with underlying regulations and objectives. Maintain current accounting files and records for all OE, Trust Fund, and Program obligations. This includes, but is not limited to agreements, contracts, purchase orders, travel authorizations, and travel requests and miscellaneous obligations (MOs). Provide professional guidance and advice to Mission personnel on USAID regulations, procedures, and requirements as they apply to specific operating activities. Provide guidance on budgeting and advance procedures. Prepare quarterly, end-of-year, and extemporaneous reports for the Mission and AID/Washington. Maintain current working files on operating expense, trust fund, and program budgets, obligations and disbursements. Review and follow up all outstanding advances.

Reviews and provides clearance to strategic objective funding documentation to ensure compliance with USAID accounting regulations/policies and procedures. Based on this review, the incumbent provides clearance on funds availability certification and validity of obligations to the Mission within each program budget allowance taking into consideration any Congressional earmarks, if any, and other related provisions. The incumbent provides input to activity implementation documents to ensure all accounting concerns are properly addressed.

Responsible for the establishment and maintenance of formal accounting records through Phoenix and the Mission filing system. These include, budget allowance ledgers; project and strategic objective ledgers; advance ledgers, obligations, sub commitment, and sub obligation records for activities financed from dollar and local currency funds allowed to the Mission.

Reviews proposed activity budgets for costs' allowability, reasonableness, and accuracy. Assigns Expended Object Class Codes (EOCCs) to all obligating documents. Conducts quarterly reviews of un-liquidated program and operating expense obligations (Section 1311 review) and takes appropriate action to de-obligate excess funds. Monitors status of expired obligations and obligations nearing expiration and provide timely advice and analysis for decision-making. Execute the de-obligation/de-commitment of funds during the awards closeout process. Advise CFO/CMP in Washington concerning closeout of instruments financed through Letter of Credit.

Assist the Obligation Managers/Contracting Officer's Representative (COR)/Agreement

Officer's Representative (AOR) in calculating the quarterly accruals expenditure. Reviews and posts/records the accruals in Phoenix. Files all accrual-supporting documents.

Provide timely and accurate posting of program and operating expenditure financial transactions in the financial system (PHOENIX). Establishes and maintains supporting records and documentation to support each accounting entry in the PHOENIX financial system for the assigned Assistance Objective (AO) team(s), including project or AO papers, agreements and amendments, implementation plans and documents submitted in fulfillment of conditions precedent, project implementation letters, disbursement authorizations, contracts and other documents. Prepares and posts upward and downward adjustments, as necessary, to accommodate exchange rate fluctuations. Verifies that all transactions posted to the financial system are in conformance with the Foreign Assistance Framework, ensuring that correct program areas and program elements are used. Also, ensures that all transactions conform to agency guidance, Mission policy and procedures, and applicable government regulations including the standardized regulations of the Department of State, applicable sections of the Foreign Affairs Manual and Foreign Affairs Handbooks, and federal travel regulations. Ensures the timely and accurate preparation of all project and operating expense accounting reports and ensures that all reporting requirements are met.

Performs the reconciliation between the Mission's reported disbursements and those recorded by United States Disbursing Office (USDO) and the U.S. Treasury and prepares the monthly reconciliation certification. Investigates the reconciling items to resolve all discrepancies in a timely manner, not to exceed ninety (90) days. Takes corrective action to resolve reconciling items in conjunction with the Chief Accountant. Prepares the SF 1081s to transfer funds from one appropriation to another. Prepares journal vouchers to correct double postings or to correct other payments erroneously reported. Prepares the SF 224 to reflect all disbursement transactions processed by the accounting station for the particular month. Downloads various Treasury reports, including the Statement of Differences (SOD), from GOALS II and reconciles the data with Phoenix records. Takes appropriate actions for the differences, then prepares and transmits the Statement of Transactions (SF-224) reports through GOALS II on a monthly basis, downloads and reviews the payments reports to make sure all payments sent are processed correctly. Prepare the 6653/6652/6655 to verify that Mission's disbursements as reflected in the USDO reconciliation (1221) and the SF 224 with Treasury were prepared correctly. Records inter-agency charges (Interagency Payments and Collections, or IPACs) from other U.S. government agencies. Issues IPACs and supporting documents to other agencies. Downloads reports from the Embassy's Consolidated Overseas Accountability Support Tool (COAST) on a weekly basis and records all transactions in the financial system in a timely manner, within one-month of occurrence.

Coordinate with Acquisition and Assistance Offices (OAA) and Executive Office on contract closeouts, including the Mission and USAID/W-funded contracts where USAID/Zambia is the paying office, by reviewing the expenditures in Phoenix, and reconciling these with USAID/W records. In case of discrepancies, further reviews the records, take the necessary corrective action, and advise USAID/W and the Mission management accordingly.

Provides accounting services for the Ambassadors Self-Help and Democracy and Human Rights Fund activities of the US Embassy Lusaka.

2. BUDGETING AND ICASS ANALYSIS

30%

Budgeting:

Develops/formulates and monitors budgets status and projections mission funds including program administrative support operations. This includes capturing and analyzing budgetary information that is necessary for submission of the Mission's annual reporting (OE and Program Administrative budgets, workforce planning, special operations and account reporting) and implementation of the annual Program Administrative Support Cost Budget (workforce allocation, special requirements, etc.). This analysis is based on detailed forecasts and analysis of expenditures, prior cost information, planned actions, and available funds. Support budget estimates with rational justifications including schedules, tables, cost allocations, and compliance with USG regulations; must provide complete documentation of projected expenses by revenue source, object class code, and account. Obtains, compiles, and summarizes narrative information and quantitative data for use by others within the office; analyses and verifies the costs of line items in the budget and enters the costs in standard forms and schedules; and extracts budget and program data from computer printouts of accounting records, forms, and reports for use by co-workers. Also, monitors execution of yearly OE and Trust Fund budget to include anticipating problems and notifying the Chief Accountant and Controller of potential problems and other budget possibilities based on routine and periodic reviews.

Coordinates with the Executive and Program Offices to ensure accurate and timely posting of both Operating Expenses (OE) and Program budget allowances in the financial system. Tracks and monitors the OE and Program budgets once the Operating Year Budget (OYB) is approved and ensures allowances are not exceeded. Conducts periodic budget reviews, alerting the Chief Accountant/Controller of any control weaknesses and suggests remedial measures. Performs reviews, analysis and develops detailed pipeline analysis of USPSC and LES contracts and formulates financial plans for each contract as required by technical and support offices managers.

Reviews and provide funding information and clearance on program funded Global Acquisition and Assistance System (GLAAS) funding requests/requisitions.

Monitors and advises on funds usage to ensure the budgets are not exceeded. Periodically perform analysis of past expenditure rates, current and projected pipelines, future burn rates to ensure that adequate funding is always maintained and accurate accruals are prepared.

ICASS Analysis:

Performs the review of ICASS cost sharing budgets and analyzes the USAID/Zambia ICASS Complex bills for accuracy. Provide input into the generation of USAID/Zambia ICASS workload counts and static workload counts for Basic Package, Health Services Local Guard Program, Community Liason Office (CLO), Security Services, Non-Residential Building Operations, Locally Engaged Staff Services, PABX etc. cost centers. Conducts detailed reviews and analysis of USAID cumulative workload accounts provided by the Embassy to verify accuracy, completeness, and appropriate charging to the various USAID ICASS Agencies.

Reviews, analyzes, and reconciles overall USAID workload counts for the cost centers ensuring that they are accurate, reasonable and correctly charged to the right USAID codes. Analyzes and

reconciles USAID/Zambia periodic ICASS IPAC tranches charges from Washington and advises/recommends for obligation of adequate funds and recording in the financial system.

3. REPORTING

15%

Prepare timely periodic accounting reports such as detailed quarterly and summarized pipeline reports, expiring funds report; Operating Expenses budget status reports; developing expected burn rates for the upcoming six-month period, and discussing corrective action leading to more timely expenditure of program funds. Generates and provide input to the various data call reporting requests.

Develops internal ad hoc reports with graphical presentation of the financial data to illustrate how efficient programs/sectors are managed. Consults with various technical offices to discuss the program/sector reporting needs. Analyzes the information required, designs, and generates tailored financial reports from the official accounting data.

Collates and coordinates compilation analysis, and submission of periodic accounting reports including those filed through the USAID Financial Data Collection Systems. These include reporting on Property, Plant and Equipment; Operating Leases; Expendable Property; Payroll-related accruals (Unfunded Annual Leave for PSCs, FSN Separation Pay); and FSN Severance Liability Trust Fund. Prepares monthly and quarterly cash reconciliation reports including but not limited to the SF224/SF 6653/6655, suspense ageing, and SF 6653 as required by USAID/W and US Treasury. Prepare Partners expenditure report; e2 analysis reports, Advance outstanding reports and any ad-hoc reports.

4. OTHER DUTIES

5%

In coordination with the Chief Accountant, documents policies and procedures governing the accounting function of USAID/Zambia. Considers areas of possible enhancement of program accounting operations and recommends improvements in efficiency and internal control. Reviews certain vouchers to ensure cash and credit card charges are posted to the correct funding documents. Also, helps to calculate and verify the allowances and entitlements for local and offshore USPSC employees. Serve as backup to the other Project or OE Accountant(s) performing the duties of those positions in the absence of one of the incumbents. He/she further conducts, in conjunction with Financial Analysts, pre- and post-award surveys and financial reviews of prospective and existing grantees to determine the adequacy of their accounting systems and internal controls, their financial status and their financial capability to implement grants. Prepares and designs training materials on different accounting topics for presentation to technical teams, Mission management and new accountants. Responsible for conducting periodic briefings for Mission management, AOR/CORs and implementing partners on changes to USAID financial management guidelines and participate in strengthening partners systems especially the accounting systems. Perform other miscellaneous duties as assigned by the Chief Accountant and/or Controller.

QUALIFICATIONS REQUIRED

a. Education

- A Bachelor's degree in Accounting, Finance, Business Administration or CPA is required.

b. Prior Work Experience

- A minimum of five years of professional experience in accounting and budgeting is required. Experience within the U.S. government, a donor agency and/or private sector experience with an international firm is required.
- c. **Post Entry Training**
- Specialized training courses in USG accounting, USAID financial analysis, data processing and USG contracting is desirable. On-the-Job-Training in USAID accounting policies and procedures, financing methods, cash management procedures, and PHOENIX financial systems operations (procedures, requirements and conventions) and report generation required.
- d. **Language Proficiency (level and specialization)**
- Level IV (fluent) written and oral English proficiency is required.
- e. **Job Knowledge:**
- A thorough knowledge of professional accounting principles, theory, practices, and terminology with regard to accounting is required. A thorough knowledge of laws, regulations, and procedures associated with USAID financial management is also required. Must understand USAID organization and operations and be familiar with USAID accounting policies and processes.
- f. **Skills and Abilities:**
- A high level of analytical and decision-making abilities and sound judgment are required. Must be able to develop analyze Operating budgets. Must have strong interpersonal skills and maintain effective working relationships with USAID staff as well as other personnel. Working knowledge of Word, Excel and PHOENIX is required.

POSITION ELEMENTS

- a. **Supervision Received:** The incumbent reports to the Chief Accountant. Occasionally receives assignments directly from the Mission Controller, particularly pertaining to special assignments and analytical exercises. Supervisors are available for consultation on an as needed basis. Work is evaluated based primarily on accomplishments and for compliance with procedures and other guidance. Accuracy is assumed.
- b. **Supervision Exercised:** This is a non-supervisory position.
- c. **Available Guidelines:** USAID CFO Bulletins; the USAID Automated Directives System, Controller Operating Procedures; USAID policies; Department of State Standardized Regulations and Foreign Affairs Handbook and Manuals; OMB Circulars; Treasury Manuals; Federal and USAID procurement regulations; PHOENIX User Guide and GAO and Comptroller General's Decisions.
- d. **Exercise of Judgment:** The highest level of judgment is required in the interpretation and application of appropriate regulations to a wide variety of situations. The incumbent must also be aware of the types of situations and problems which they must refer to their supervisor.
- e. **Authority to make commitments:** Incumbent cannot commit the Mission to a course of action unless previously directed by policy. If empowered under specific delegation of authority, employee

may clear documents leading to commitments of USAID funds. While having no direct authority to commit USAID funds, the employee's analysis, determinations and recommendations are relied on heavily by the authorized officials in making the commitments/obligations.

f. Nature, level and purpose of Contacts: Incumbent cannot commit the Mission to a course of action unless previously directed by policy. If empowered under specific delegation of authority, employee may clear documents leading to commitments of USAID funds. While having no direct authority to commit USAID funds, the employee's analysis, determinations and recommendations are relied on heavily by the authorized officials in making the commitments/obligations.

g. Time Required to Perform Full Range of Duties after Entry into the Position: One year.

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS:

The position has been classified at a FSN - 10 levels. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

APPLYING:

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading ***must*** read:

Application: Accountant, AID-004-16

Only short listed candidates will be contacted.